

**DISTRICT/JUVENILE COURT
KEY LOG**

Employee Name: _____

KEY #	ACCESS TO	DATE ISSUED	EMPLOYEE'S INITIALS	DATE RETURNED	EMPLOYEE'S INITIALS	COMMENTS

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

DISTRICT/JUVENILE COURT KEY LOG SIGNATURES

ASSET DESCRIPTION	#KEYS	SIGNATURE
KEY BOX(TOP LOCK)		
KEY BOX(BOTTOM LOCK)		
EXHIBIT ROOM		
SAFE 1		
SAFE 2		
CASHIER'S MONEY BAG 1		
		KEY BOX
CASH DRAWER		
		KEY BOX
CASHIER'S MONEY BAG 2		
		KEY BOX
CASH DRAWER		
		KEY BOX
CASHIER'S MONEY BAG 3		
		KEY BOX
CASH DRAWER		
		KEY BOX
END OF DAY MONEY BAG		
		KEY BOX
CASH CHANGE FUND		
		KEY BOX
PETTY CASH KEY(SAFE 2)		
HAND RECEIPT BOOKS		
JUVENILE TRUST CHECK STOCK(SAFE 2)		
DISTRICT TRUST CHECK STOCK(SAFE 2)		
CREDIT CARDS(SAFE 2)		

[illegible]

[illegible]